C-A OPERATIONS PROCEDURES MANUAL

9.3.2   Procedure for Preparing ASSRC Check-Off List and Assuring that ASSRC
Recommendations are Completed

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Collider-Accelerator Department Chairman Date

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9.3.2   Procedure for Preparing an ASSRC Check-Off List and Assuring that ASSRC Recommendations are Completed

1.   Purpose

1.1   This Procedure provides guidance to the Accelerator Systems Safety Review Committee (ASSRC) and project physicists or engineers to create a Check-off List, which:

    1.1.1   Provides assurance to the ASSRC Chair, and the C-A Associate Chair for ESHQ, that recommendations of the ASSRC for conventional safety items associated with a C-A project are acted on to completion.

    1.1.2   Requires designated personnel to verify that the required conventional safety items are in place before routine operation of a new accelerator device.

1.2   This Procedure also provides guidance to the Accelerator Systems Safety Review Committee (ASSRC), and project physicists or engineers, to launch an Action Item.

    1.2.1   Action Items provide assurance to the ASSRC Chair and the C-A Associate Chair for Safety that feedback and "lessons learned" from the review process are acted on to completion. They relate to long-term improvements to the accelerator and its processes as required in ESH Standard 1.3.6 and ESH Standard 1.3.5.

    1.2.2   Completions of items are not required for start-up of a specific project.

2.   Responsibilities

2.1   The ASSRC Chair, or a trained person designated by the ASSRC Chair, shall generate a check-off list for a project following an ASSRC walkthrough. He may appoint himself.

2.2   The ASSRC Chair, or designee, will review and approve the check-off list.

2.3   The appropriate Division Head, or designee, will prevent operation of the project until the required items on the check-off list are completed.

2.4   It is the responsibility of the ASSRC Chair to designate appropriate committee personnel to track Action Items for the C-A Department.

2.5   Committee Members may be responsible to 'champion' Action Items through completion.

2.6   The ASSRC Chair shall maintain the records of the Committee.

3.   <u>Prerequisites</u>

3.1   The following individuals shall understand the duties required of them in this procedure.

    3.1.1   ASSRC members and the project physicists and engineers: entire procedure.

    3.1.2   Appropriate Division Head, Sections 2.3 and 5.1.11.

3.2   Check-off List Items and Action Items are to be generated from a review of the conventional safety issues for a project not resolved during the Walkthrough and documented in its minutes.

3.3   Action Items are to be generated from minutes of Committee or Sub-committee meetings or from a memo to or from the Chair.

4.   <u>Precautions</u>

None

5.   <u>Procedures</u>

5.1   ASSRC Check-Off List Items

    5.1.1   ASSRC Check-Off List items shall be designated by Item Number (e.g., CK-01). A single accelerator system may be presented for review but each safety-related item shall be numbered.

        5.1.1.1 This nomenclature shall be used in ASSRC minutes and used on the checklist.

    5.1.2   The ASSRC Chair shall determine a designated responsible person (e.g., project physicist or committee member) to prepare the check-off list for the project. The ASSRC Chair may also chose to prepare the list .

    5.1.3   The designated responsible person shall ensure all unresolved check-off list items as discussed in the minutes and walk-through phase of the review are included in the ASSRC Check-off List.

5.1.4   The Check-Off List shall include:

  5.1.4.1   Title - signifies project.

  5.1.4.2   Prepared by - identifies who prepared the list and when prepared.

  5.1.4.3   Approved by - identifies who approved and when approved.

  5.1.4.4   Date and title of minutes from which the list is generated.

  5.1.4.5   Devices requiring established set-points should have the set-points and device name recorded on the list. For example, temperatures, pressures, polarity, etc.

  5.1.4.6   Incomplete hazard barriers shall be identified on the list.

  5.1.4.7   Incomplete operations procedures shall be identified on the list.

  5.1.4.8   Gas detectors, leak detectors, fire wire, smoke detectors and any interlocking safety device shall be listed by type of device and by location within the accelerator or contiguous areas.

  5.1.4.9   Approvals of other C-A committees that have been asked to review part of the system.

  5.1.4.10   Each Check-Off List Item shall be associated with the title of who is responsible for verifying its completion, e.g., Chief Mechanical Engineer.

5.1.5   Common abbreviations for titles should be stated on the check-off list and expanded at the end.

5.1.6   The designated responsible person shall review C-A-OPM-ATT 9.3.1.a, Considerations When Making an ASSRC Check-Off List, in order to help ensure all appropriate items are addressed.

5.1.7   The designated responsible person shall sign in the Prepared by spot and obtain approval of the proposed list of check-off items from the ASSRC Chair.

5.1.8   The ASSRC Chair, or designee shall sign the list Approved by spot.

5.1.9   The ASSRC Chair, or designee, shall forward the Check-Off List to the Main Control Room ASSRC binder for signatures.

5.1.10   A copy of the approved check-off list shall also be maintained in ASSRC files.

5.1.11   The Head of the appropriate C-A Division, or their designee, shall sign and date the completed ASSRC Check-Off List before allowing routine operation of the accelerator project. (See C-A-OPM-ATT 9.3.2.a)

    5.1.11.1   The Chair of the ASSRC, or designee, shall place a copy of the completed list in ASSRC files.

    5.1.11.2   Modifications - All modifications to the ASSRC Check-Off List must be reviewed and approved by ASSRC Chair and the designated responsible person for that accelerator project. Modification shall be dated and initialed on the ASSRC Check-Off List.

5.2   Action Items

5.2.1   Action Items typically address problems not needing resolution before a system is brought on line. It should specify the problem and may suggest a solution. Action Items shall;

    5.2.1.1   Be designated by the nomenclature: ACT-year-sequential number (e.g., ACT-97-01)

    5.2.1.2   Use the nomenclature used in ASSRC minutes and notes the title and date of the meeting (e.g. Walkthrough for J10 Bean Scrapper, December 14, 1999) or memo.

    5.2.1.3   An example ASSRC Action Item Form is shown in C-A-OPM-ATT 9.3.2.b.

5.2.4   The ASSRC Chair

    5.2.4.1   Assign a committee representative to track the item to its completion.

    5.2.4.2   Approve the form.

    5.2.4.3   Deliver copies to ASSRC files.

5.2.5   The committee representative will 'champion' the resolution of the item.

5.2.6   The ASSRC Chair will maintain a file of ASSRC Action Items.

5.2.7   Non-completed Action Items will be reviewed periodically but at least annually by the ASSRC Chair for progress to completion.

6.   Documentation

6.1   C-A ASSRC minutes, memos, presentation items, Check-off Lists, and Action Item forms are to be maintained in the ASSRC files.

7.   References

None

8.   Attachments

8.1   C-A-OPM-ATT 9.3.1.a, "Considerations When Making an ASSRC Check-Off List."

8.2   C-A-OPM ATT 9.3.2.a, "Example ASSRC Check-Off List."

8.3   C-A-OPM-ATT 9.3.2.b, "Example ASSRC Action Item Form."